

Notice of Meeting

Shawnee Civic & Cultural Development Authority

Type of Meeting (Please Check)

Regular Meeting (X)
Rescheduled Regular Meeting ()
Special Meeting ()
Continued or
Emergency Meeting ()
Reconvened Meeting ()
Canceled Meeting ()

Date	Time	Place of Meeting
<u>October 18, 2018</u>	<u>12:30PM</u>	<u>Heart of Oklahoma Exposition Center</u> <u>1700 W. Independence</u> <u>Shawnee, OK 74804</u>

To be completed by person filing notice:

Name: Stephanie Meiler-Gideon
Title: MARKETING MANAGER
Address: PO Box 1466
Shawnee, OK 74802-1466
Phone: 405-275-7020

Filed in the office of the municipal clerk at 4:12 PM

On: October 15, 2018

Signed: Kacie Eck

For City Clerk's Office Use Only

Date Notice released to news media: 10/15/18
Person filing notice: Stephanie Meiler-Gideon
Notice verified by: Kacie Eck

Shawnee Civic & Cultural Development Authority
October 18, 2018
@ 12:30 PM
Heart of Oklahoma Exposition Center

1. Call to Order.
2. Roll Call.
3. Declaration of a Quorum.
4. Approval of minutes of the scheduled Meeting of September 2018.
5. Approval of minutes of the Special Call Meeting Scheduled October 8, 2018.
6. Review and Acknowledgment of Monthly Activity Report.
7. Approval of Monthly Financial Report.
8. Approval of Claims: General Account.
9. Approval of Claims: Expo Center Special Events.
10. Approval of Claims: Shavings Account.
11. IFYR Up-Date.
12. Committee Reports.
13. Administrative Reports.
14. Old Business.
15. New Business.
16. Public & Trustee Comments.
17. Adjournment.

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
ORIGINALLY SCHEDULED SEPTEMBER 20, 2018 @ 12:30PM
SPECIAL CALL ON SEPTEMBER 27TH, 2018 @ 11:00AM
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY WAS ORIGINALLY SCHEDULED TO HAVE THEIR REGULAR MEETING DATE THURSDAY, SEPTEMBER 20, 2018 AT 12:30P, BUT DUE TO THE LACK OF VOTES FOR A QUORUM, A SPECIAL MEETING FOR SEPTEMBER 27, 2018 @11:00AM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON SEPTEMBER 24, 2018 AT 2:53PM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 11:11 AM BY CHAIRMAN RANDY GILBERT.

AGENDA ITEM NO.2

ROLL CALL.

TRUSTEES PRESENT: MR. RANDY GILBERT
MR. TIM BARRICK
MR. LANCE WORTHAM
MR. ERIC BENSON
MS. RACHEL MELOT
MR. CARL PACKWOOD ARRIVED AT 11:20AM

TRUSTEES ABSENT: MR. KARL KOZEL

*ALSO, IN ATTENDANCE FINLEY & COOK ACCOUNTANT SHELLY WELCH.

AGENDA ITEM NO.4

APPROVAL OF THE MINUTES OF THE REGULAR
MEETING AUGUST 2018

THE MOTION MADE BY TRUSTEE WORTHAM, SECONDED BY TRUSTEE BARRICK TO APPROVE THE MINUTES AS PRESENTED FOR THE AUGUST 2018 REGULAR BOARD MEETING. -MOTION CARRIED.

AYE: GILBERT, BARRICK, BENSON, WORTHAM, MELOT
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO. 6

APPROVAL OF THE MONTHLY FINANCIAL REPORT

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE MELOT TO APPROVE THE MONTHLY FINANCIAL REPORT. -MOTION CARRIED.

AYE: GILBERT, BARRICK, BENSON, WORTHAM, MELOT
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO.7

APPROVAL OF GENERAL CLAIMS WITH ADD ONS.

THE MOTION MADE BY TRUSTEE BARRICK SECONDED BY TRUSTEE WORTHAM TO APPROVE THE GENERAL CLAIMS AND WITH ADD ONS AS PRESENTED. -MOTION CARRIED.

AYE: GILBERT, BARRICK, BENSON, WORTHAM, MELOT
NAY: NONE
ABSTAIN: NONE

General Claims:

A. Arvest-Aug	\$656.37
B. CH+W	\$5.00
C. Hunzicker Brothers	\$321.86
D. AT+T-Aug	\$364.92
E. Staples	\$43.32
F. Personal Plumbing	\$300.00
G. INS	\$734.00
H. ONG	\$43.54
I. ONG	\$100.20
J. ONG	\$8.15
K. ONG	\$45.26
L. ONG	\$51.71
M. ONG	\$155.99
N. ONG	\$75.08
O. ONG	\$116.33
P. ONG	\$130.36
Q. Locke Supply	\$23.65
R. Mettel	\$880.49
S. Express	\$1,063.86
T. Airgas	\$19.88
U. Chuck Jones	\$1,500.00
V. Shawnee Municipal	\$922.23
W. Express	\$1,086.98
X. Vann + Associates	\$1,187.00
Y. Airgas-March	\$19.88
Z. Patriot Heat + Air	\$528.00
AA. Sign Factory	\$196.18
BB. AT+T Mobility	\$55.88
CC. Acme Glass	\$116.28
DD. Locke Supply	\$63.83
EE. Music Unlimited	\$40.00
FF. Hunzicker Brothers	\$56.59
GG. Shawnee Office Systems	\$150.83

HH. Thyssenkrupp	\$1,030.45
II. Fuelman	\$1,937.87
JJ. Ford Audio-Video	\$850.00
KK. Stewart Wholesale	\$28.61
LL. City Grease Trap	\$225.00
MM. Finley + Cook	\$230.00
NN. OK Tax Commission	\$1,765.90
OO. Armstrong Termite + Pest	\$150.00
PP. First United Bank	\$336.68
QQ. Preferred Material Handling	\$175.10
RR. Postmaster	\$214.00
SS. OMAG	\$2,725.50
TT. OG+E-July/Aug	\$16,757.60
UU. OG+E-Sept	\$17,499.90
VV. Constellation	\$56.86
WW. Pitney Bowes-Lease Acct	\$683.28
XX. Pitney Bowes-PP Acct	\$94.96

Add ons:

General Claims:

A. Arvest	\$625.11
B. Marsh Electric	\$318.00
C. Express	\$512.56
D. Communications Services	\$60.00
E. John Deere	\$208.81
F. City of Shawnee-Aug Surcharge	\$250.00
G. Journal Communications-2 nd half	\$1,738.75
H. ONG	\$132.33
I. ONG	\$114.22
J. Staples	\$67.53
K. Buford White's	\$279.04
L. AT+T-Sept	\$364.92
M. Grimsley's	\$393.85

AGENDA ITEM NO.8

APPROVAL OF SPECIAL CLAIMS WITH ADD ONS

THE MOTION MADE BY TRUSTEE WORTHAM, SECONDED BY TRUSTEE MELOT TO APPROVE THE SPECIAL CLAIMS WITH ADD ONS AS PRESENTED. -MOTION CARRIED.

AYE: GILBERT, BARRICK, BENSON, WORTHAM, MELOT
NAY: NONE
ABSTAIN: NONE

Special Claims:

A. Sign Factory	\$60.00
B. A cut Above	\$500.00
C. Jayda Jameson	\$150.00
D. Relay for Life	\$2,860.00
E. Finley & Cook	\$431.25
F. Vann & Associates	\$1,187.00
G. OG+E-July/Aug	\$16,757.59
H. Copp Media Services	\$9,737.71

Add ons

Special Claims:

A. Environmental Fly	\$1,220.00
B. Midstate Traffic Control, Inc	\$1,196.35

AGENDA ITEM NO. 9

APPROVAL OF SHAVINGS CLAIMS

THE MOTION MADE BY TRUSTEE WORTHAM, SECONDED BY TRUSTEE MELOT TO APPROVE THE SHAVINGS CLAIMS AS PRESENTED. -MOTION CARRIED.

AYE: GILBERT, BARRICK, BENSON, WORTHAM, MELOT, PACKWOOD
NAY: NONE
ABSTAIN: NONE

Shavings Claims:

A. Bucky Harmon	\$100.00
B. Xylo of Oklahoma	\$4,518.00
C. Red Hot Recovery & Towing	\$1,233.33

AGENDA ITEM NO. 10

D, C, PA ON CBEW AUDIT DISCUSSED BY FINLEY & COOK ACCOUNTANT SHELLY WELCH

THE BOARD CONSULTED WITH MIKE CLOVER ABOUT FINLEY & COOK ACCOUNTANT SHELLY WELCH, IF SHE WAS COMFORTABLE PRESENTING THE CBEW 2017 AUDIT. THE MOTION MADE BY TRUSTEE WORTHAM, SECONDED BY TRUSTEE BARRICK TO APPROVE THE 2017 AUDIT FINDINGS FROM CBEW AUDIT GROUP. -MOTION CARRIED.

AYE: BARRICK, BENSON, WORTHAM, MELOT, PACKWOOD, GILBERT

NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO. 11

D, C, & PA TO PAYOFF ARVEST & BANK NOTE ON THE SWEEPER.

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE BARRICK TO APPROVE TO PAY OFF ARVEST AND BANK NOTE (SWEEPER). -MOTION CARRIED.

AYE: BARRICK, BENSON, WORTHAM, MELOT, PACKWOOD, GILBERT
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO.12

D, C, & PA TO PURCHASE NEW SKID STEER FOR THE EXPO CENTER

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE MELOT TO APPROVE TO PURCHASE A NEW SKID STEER FOR THE EXPO CENTER MOTION INCLUDED KUBOTA W/ CAB & FORKS. CHECK ON ADDING BACK UP CAMERA AND MAKE SURE FORESTRY PACKAGE IS ON AS WELL -MOTION CARRIED.

AYE: BARRICK, BENSON, WORTHAM, MELOT, PACKWOOD, GILBERT
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO.13

D, C, & PA TO APPROVE THE 2019 MEETING SCHEDULE

THE MOTION MADE BY TRUSTEE MELOT, SECONDED BY TRUSTEE PACKWOOD TO APPROVE THE 2019 MEETING SCHEDULE WITH THE CORRECTION OF JAN 21ST, 2019 CHANGED TO JAN 17TH, 2019. -MOTION CARRIED.

AYE: BARRICK, BENSON, WORTHAM, MELOT, PACKWOOD, GILBERT
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO. 14

IFYR UPDATE

- *STEPHANIE AND CHRIS ARE WORKING ON THE 2019 SPONSORSHIPS
- *A 2019 IFYR BUDGET IS IN THE WORKS

AGENDA ITEM NO. 15 & 16

COMMITTEE & ADMINISTRATIVE REPORTS

NO COMMITTEE REPORTS

ADMINISTRATIVE REPORT SENT TO ALL BOARD MEMBERS BEFORE MEETING.

- *CLEANING AND GENERAL MAINTENANCE HAS BEEN HAPPENING ALL OVER GROUNDS.
- *STALL REPAIRS WERE MENTIONS BY CHAIRMAN GILBERT, CHRIS ASSURED HIM THAT WE MAKE EVERY EFFORT TO FIX ANYTHING BROKEN ON STALLS BEFORE THEY ARE SET UP DURING EVENT SETS.

AGENDA ITEM NO. 17 & 18

OLD BUSINESS & NEW BUSINESS

NONE

AGENDA ITEM NO. 19

PUBLIC & TRUSTEE COMMENTS

NONE

AGENDA ITEM NO. 20

ADJOURNMENT @12:07PM

THE MOTION MADE BY TRUSTEE MELOT, SECONDED BY TRUSTEE BARRICK TO ADJOURN THE MEETING. -MOTION CARRIED.

AYE: GILBERT, BARRICK, BENSON, WORTHAM, MELOT, PACKWOOD
NAY: NONE
ABSTAIN: NONE

CHAIRMAN: MR. RANDY GILBERT

INTERIM SECRETARY: MR. ERIC BENSON

A Special Call MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
October 8, 2018 @ 9:00pm
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY was scheduled to have a special meeting for October 8, 2018 @ 9:00am AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL on October 4, 2018 at 11:08am.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 9:10 AM BY Chairman Randy Gilbert.

AGENDA ITEM NO.2

ROLL CALL.

TRUSTEES PRESENT: MR. Randy Gilbert
 MR. Lance Wortham
 Ms. Rachel Melot
 Mr. Carl Packwood

TRUSTEES ABSENT: MR. Karl Kozel
 MR. Tim Barrick
 Mr. Eric Benson

AGENDA ITEM no. 4

D, C, & PA to revise the previous motion made last board meeting, to purchase a new Skid Steer for the Expo Center

THE MOTION MADE BY TRUSTEE Wortham, SECONDED BY TRUSTEE Packwood to revoke the previous action made to purchase a new Kubota Skid Steer w/cabs & forks for the Expo Center in light of new information presented after previous meeting. A new motion was made off a bid for a John Deere Skid Steer w/cabs & forks, back up camera, and with an extended 2 yr warranty. If rate is negotiated, go with the best rate. -MOTION CARRIED.

AYE: Wortham, Melot, Packwood, Gilbert
NAY: None
ABSTAIN: none

AGENDA ITEM NO. 5

adjournment @ 9:26AM

THE MOTION MADE BY TRUSTEE Packwood, SECONDED BY TRUSTEE Melot TO ADJOURN THE MEETING. -MOTION CARRIED.

AYE: Gilbert, Wortham, Melot, Packwood
NAY: None
Abstain: None

Chairman: Mr. Randy Gilbert

Interim Secretary: Mr. Eric Benson



Heart of Oklahoma Expo Center

Oct 2018 Events	Amount Owed	Amount Paid	Concessions / Catering
Muskogee Cat Show	\$ -	\$ 1,845.77	\$ 131.00
Monster Truck Show	\$ -	\$ 770.00	\$ -
Dept of Agriculture (1 of 3 IFYR Grant)	\$ -	\$ 3,333.33	\$ -
ONE Awards Selection Commission	\$ -	\$ 200.00	\$ -
9th Labor Dat Sale	\$ -	\$ 2,566.22	\$ -
OK Quarter Horse	\$ -	\$ 3,244.00	\$ -
Good Sams	\$ -	\$ 10,832.00	\$ -
Kim Carver Barrel Race (4)	\$ 2,193.82	\$ 1,511.20	\$ -
Dept of Agriculture (2 of 3 IFYR Grant)	\$ 3,333.33	\$ -	\$ -
Monkey Business	\$ 4,785.00	\$ -	\$ -
Girl's Night Out Hog Show	\$ 570.00	\$ 172.50	\$ -
OK Quarter Horse	\$ 2,926.00	\$ -	\$ -
OCCRA Banquet desposit pd	\$ -	\$ 432.00	\$ -
Totals from Above:	\$ 13,808.15	\$ 24,907.02	\$ 131.00
Sept Concession/Catering	\$ -	\$ -	\$ 2,817.00
October 2017 \$) \$44,439.95 \$			
2018 Totals:	\$ 5,527.15	\$ 24,302.52	\$ -

Write-Off

Making Payments

Deposit Pd

Shawnee Expo Center / SC&CDA
Statement of Assets, Liab., & Equity
As of September 30, 2018

	Sep 30, 18
ASSETS	
Current Assets	
Checking/Savings	
Arvest-General	64,636.21
Bancfirst-0161902-Shavings	2,260.56
FNB - 1020390 (Capital Improve)	27,048.68
FUB-282367-Payoff	1,114.17
FUB-603708-Special	58,349.30
FUB-603910-Ticket	2,285.06
Total Checking/Savings	155,693.98
Accounts Receivable	
Accounts Receivable	5,160.33
Total Accounts Receivable	5,160.33
Other Current Assets	
Concession Receivable	-3,178.95
Total Other Current Assets	-3,178.95
Total Current Assets	157,675.36
Fixed Assets	
Land Improvements	47,350.44
Parking Lot Improvements	265,886.47
RV Park	
600 Section	246,317.00
Total RV Park	246,317.00
Accum Depr- Land Improvements	-746,754.28
Accum Depr- Vehicles	-110,953.19
Accum Depr-Audiovisual Equip	-56,887.35
Accum Depr-Buildings	-4,625,912.93
Accum Depr-Business Mach	-68,505.52
Accum Depr-Comm. Equip	-5,080.64
Accum Depr-Furniture	-49,425.22
Accum Depr-Mach. & Tools	-1,846,344.36
Audiovisual Equipment	68,623.71
Buildings	8,423,344.37
Business Machines	25,786.79
Communications Equipment	68,849.24
Furniture	102,813.33
Land	645,821.42
Machinery & Tools	2,038,650.93
Parks & Recreation Equip.	29,503.09
Vehicles	124,513.19
Total Fixed Assets	4,577,596.49
TOTAL ASSETS	4,735,271.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	454.92
Total Other Current Liabilities	454.92
Total Current Liabilities	454.92

11:15 AM

10/10/18

Accrual Basis

Shawnee Expo Center / SC&CDA
Statement of Assets, Liab., & Equity
As of September 30, 2018

	Sep 30, 18
Long Term Liabilities	
N/P - Arvest Sweeper	10,357.48
Total Long Term Liabilities	10,357.48
Total Liabilities	10,812.40
Equity	
County Money for Improvements	458,651.00
Fund Balance	
Restricted	3,771,858.53
Total Fund Balance	3,771,858.53
Retained Earnings	431,240.60
Net Income	62,709.32
Total Equity	4,724,459.45
TOTAL LIABILITIES & EQUITY	4,735,271.85

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses
One Month and Nine Months Ended, September 30, 2018

	Sep 18	Jan - Sep 18
Ordinary Income/Expense		
Income		
Additional Charges	9,193.83	47,819.88
Booth Income	0.00	4,287.50
Clean Up Fee	200.00	155.00
Concession/Catering Income	4,950.73	21,501.98
Conference Center	40,415.00	76,798.50
Discounts	-1,168.00	-1,516.50
Fred Humphrey Pavilion	2,860.00	54,965.00
Grandstand	0.00	2,240.00
Interest Income	85.55	645.65
Laundry Commission	148.65	690.70
Otto Krause Building	1,370.00	15,882.41
Rodeo Income		
Service Fees	0.00	33,815.00
Photography Fees	0.00	21,650.00
Softgoods	0.00	2,502.12
Practice Pen	0.00	2,525.00
Adversiting	0.00	600.00
Booth Rental	0.00	46,690.00
Camping	0.00	117,750.00
Concession	0.00	1,050.00
Entry Fees	0.00	213,550.00
Hay/Shavings/Ice	0.00	7,951.00
Ice	0.00	275.00
IFYR Income	0.00	2,268.00
Programs	0.00	2,727.00
Sponsorship	3,100.00	105,650.00
Stall Rental	0.00	160,800.00
Ticket Sales	186.75	84,794.77
Total Rodeo Income	3,286.75	804,597.89
RV Spaces	8,940.00	86,928.32
Shavings	828.00	26,577.00
Total Income	71,110.51	1,141,573.33
Expense		
Accounting	661.25	10,286.78
Advertising	1,738.75	9,047.51
Marketing	2,374.00	23,809.94
Bank Charges	93.80	360.73
Contract Labor	2,663.40	17,626.66
Credit Card Discounts	234.37	2,402.02
Dues	214.00	264.00
Equipment		
Office	40.00	40.00
Total Equipment	40.00	40.00
Equipment Rental	0.00	709.50
Fuel/Deisel	1,937.87	15,239.52
impact study	0.00	3,806.00
Insurance	2,725.50	7,676.50
Interest - Loan	625.11	6,313.62
Legal	0.00	2,332.32
Maintenance		
Bldg & Grounds	3,392.55	39,117.38
Computer	734.00	7,305.97
Equipment	1,458.11	18,923.62
Vehicle	1,233.33	2,415.44
Total Maintenance	6,817.99	67,762.41

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses
 One Month and Nine Months Ended, September 30, 2018

	Sep 18	Jan - Sep 18
Meals	0.00	2,400.00
Memberships Fees	0.00	35.00
Office Expense	0.00	384.52
Other Expense	0.00	-1,157.48
Postage	469.76	844.56
Refund	0.00	400.00
Return Check	0.00	350.00
Rodeo Expense		
Meals/Food	0.00	819.04
Computer	0.00	10,790.00
Credit Card Fees	0.00	19,598.50
Photography	0.00	21,650.00
Softgoods	0.00	1,000.00
Ice	0.00	3,195.00
Advertising	9,737.71	23,834.18
Awards	500.00	31,105.00
Equipment Rental	0.00	34,363.80
Feed/Hay	0.00	3,689.00
IFYP Payoffs	0.00	235,395.31
Maintenance - Building & Ground	318.00	8,585.04
Maintenance - Office Equipment	0.00	700.00
Mileage	0.00	1,042.65
Permits Pd to IFYP	0.00	25,900.00
Personnel	60.00	62,053.85
Refund	150.00	7,238.34
Refunds	0.00	100.00
Rodeo Expenses	6,112.86	58,368.97
Security	0.00	22,774.50
Stock	0.00	78,660.00
Supplies - Building & Ground	1,196.35	1,196.35
Supplies - Office	0.00	982.81
Shavings & Bedding	0.00	12,860.00
Tax & Surcharge	0.00	24,095.97
Temporary Labor	0.00	31,457.42
Utilities	16,757.59	27,769.57
Youth Director	0.00	885.00
Total Rodeo Expense	34,832.51	750,110.30
Shavings & Bedding	4,518.00	27,906.76
Subscription	0.00	212.50
Supplies - Other	110.85	-245.45
Taxes-Other	1,547.67	8,545.13
Telephone	936.37	9,962.58
Uniforms	0.00	718.50
Utility		
Electric	34,257.50	118,181.60
Gas	1,759.87	37,213.18
Water	922.23	7,989.55
Utility - Other	528.00	528.00
Total Utility	37,467.60	163,912.33
Total Expense	100,008.80	1,132,056.76
Net Ordinary Income	-28,898.29	9,516.57
Other Income/Expense		
Other Income		
City Contribution -SEDF	5,000.00	40,000.00
City - Capital Money	0.00	13,192.75
City Contributions	37,921.84	311,486.20
Total Other Income	42,921.84	364,678.95

11:14 AM

10/10/18

Accrual Basis

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses
 One Month and Nine Months Ended, September 30, 2018

	Sep 18	Jan - Sep 18
Other Expense		
Fringe Benefits		
Health Insurance	3,073.60	24,116.67
Life Insurance	48.66	363.91
Retirement	1,273.27	11,247.02
Worker Compensaton Insurance	0.00	5,508.05
Total Fringe Benefits	4,395.53	41,235.65
General Insurance	2,944.63	2,944.63
Miscellaneous	0.00	3,737.37
Payroll Taxes	1,878.34	15,170.53
Salaries	27,603.41	193,127.17
Temp Labor	1,099.93	55,270.85
Total Other Expense	37,921.84	311,486.20
Net Other Income	5,000.00	53,192.75
Net Income	<u>-23,898.29</u>	<u>62,709.32</u>

General Claims:

A. Mettel	\$887.33
B. OK Tax Commission	\$1,489.13
C. Locke Supply	\$252.82
D. Hunzicker Brothers	\$1,406.37
E. Shawnee Municipal Authority	\$1,755.57
F. Express (3)	\$2,407.98
G. A Team	\$2,150.00
H. Johnson Controls	\$750.00
I. NAPA	\$173.16
J. Shawnee Office Systems	\$174.59
K. Finley + Cook	\$460.00
L. INS	\$734.00
M. Ask About Windows	\$216.00
N. Fuelman	\$1,814.80
O. Dale's Plumbing	\$85.00
P. Staple's	\$143.58
Q. Armstrong Termite + Pest	\$150.00
R. Techsico	\$270.00
S. First United-SG	\$707.27
T. Airgas	\$19.40
U. AT+T Mobility	\$55.88
V. ONG	\$176.68
W. ONG	\$37.54
X. ONG	\$100.63
Y. ONG	\$53.53
Z. ONG	\$50.94
AA. ONG	\$45.74
BB. ONG	\$40.56
CC. Stuart + Clover	\$776.25
DD. John Deere	\$171.76

EE. Arvest

\$4,893.17

Special claims:

A. Heritage Embroidery

\$750.87

Add ons:

General:

A. Constellation	\$18.98
B. City of Shawnee- surcharge	\$488.75
C. BancFirst	\$600.00
D. Buford White's	\$78.96
E. Personal Plumbing	\$247.24
F. AT&T	\$365.01
G. ONG	\$117.79
H. ONG	\$117.21



September & 1st ½ of October 2018
Event Attendance Numbers

September Events:

Sept. 1 st	Labor Day Boer Goat Sale (Otto Krause)	80 ppl
Sept. 1 st - 2 nd	Quarter Horse Foundation (Fred Humphrey)	30 ppl
Sept. 5 th - 8 th	Pott County Free Fair (Free Event)	1000 ppl
Sept. 8 th - 9 th	OK High School & JR High Rodeo (Grandstands)	420 ppl
Sept. 10 th - 13 th	Baptist Campers RV Rally (Grandstands E & W)	24 ppl
Sept. 11 th	FCCLA Conference (Conference Center)	230 ppl
Sept. 14 th - 15 th	Two Sisters Flea Market (Otto Krause)	500 ppl
Sept. 17 th - 23 rd	FMCA RV Rally (Conference Center/RV Park)	600 ppl
Sept. 24 th	Fire Fighter Training	25 ppl
Sept. 27 th	1 Awards Selection Commission Outreach	350 ppl

October Events:

Oct. 4 th - 5 th	Monkey Business Children's Sale (Conf Center)	1500 ppl
Oct. 5 th - 6 th	2 Sisters Flea Market (Otto Krause)	300 ppl
Oct. 9 th - 14 th	Good Sams RV Rally (Conf Center - RV Park)	240 ppl
Oct. 13 th	Girls Night Out Hog Sale (Otto Krause)	500 ppl
Oct. 13 th - 14 th	OK Quarter Horse Foundation	20 ppl

Totals:

Total Event Days = 38

Estimated Attendance Numbers = 5819

Total Events for the year = 112

Total # of event days for the year = 163

Total Estimate of Attendance #'s for the year to date = 70,232

Marketing Report for October 2018

Events:

- *Monkey Business Consignment Sale (Conference Center) 4 day event
- *2 Sisters Flea Market (Otto Krause) 2 day event
- *Good Sams Rally (Rally Conf Center & Otto Krause) 1 week
- *Oklahoma Quarter Horse Foundation (Fred Humphrey) 2 day event
- *13th Annual Girls Night Out Hog Sale (Otto Krause) 1 day event
- *Circle L Productions (Fred Humphrey) 2 day event
- *The Wandering Gypsy (Conference Center) 2 day event
- *Seminole Kennel Club Dog Show (Otto Krause) 2 day event
- *Fire Dept Pipeline Meeting (Conference Center) 1 day event (Free)
- *OG&E Round Table Event (Conference Center) 1 day event
- *4H Banquet (Conference Center) 1 day event
- *Japanese Delegates (Conference Center) 1 day event (Free)
- *Trivia & Tapas (Conference Center) 1 day event
- *Volunteers Impacting People (Conference Center) 1 day event
- *FCCLA (Conference Center Upstairs & Down) 1 day event
- *19th Annual BasketWeavers Weekend (Conference Center) 3 day event
- *Triangle Horse Sale (All Barns) (545 Head For Sale) 2 day event
- *AFR Banquet (Conference Center) 1 day event
- *RV'ing Women RV Rally (300 rigs expected) 2 week rally

*34 event days in October

Media Relations

- *Working with Vann & Associates on design options for a NEW Expo Center Brochure
- *Approved Press Releases with Vann & Associates for upcoming October events.
- *FMCA Digital Ad Coverage- calls back and forth on NEW options for media banners online

Contracts Sent Out:

- *(14) NEW Contracts sent out for 2 Sisters Flea Market (2019 dates)
- *Re-Booked the Girls Night Out Hog Sale (loved the facility & plans on calling US home)
- *G & S Promotions Gun & Knife Show (2 additional) Contracts sent out
- * We have attempted to make contact with everyone who has been issued a contract that hasn't sent one signed back in yet with a deposit.

New Leads/Events Bookings

- *United Dynamics Christmas Party (Conference Center)
- *1st National Bank Private Event (Conference Center)
- *1st National Bank Merry & Bright Event (Conference Center)
- * (2) NEW Craft Shows (Conference Center)

*Blackhawk Christmas Party (Conference Center)

*Jones Team Ropings (Fred Humphrey)

Other Projects:

*Organized/Planned the Veterans Christmas Outreach Basket for Expo Center

*Working with Bethel High School on their "All Night After Prom Celebration"

*Cleaning up calendar of events that didn't follow thru, contracts that need signatures & deposits not received

Miscellaneous

*Worked with Osage County on facilitating the borrowing of stalls for an event they were hosting.

*Present and active with the Good Sams Rally

*Working on updated information, pictures etc. for a NEW Expo Center Brochure

Meetings/Events Attended

*Met with Larry Foster about needs on grounds as Good Sams Rally was pulling on

*Chris and I have started our internal IFYR Mtgs to discuss streamlining things or needed changes

*Frontier Country Board Meeting, Edmond OK (Oct)

*Met with Tony & Lauren to begin work on updating the Expo Center web site, getting the IFYR Sponsorship booklet updated and ready to go for 2019 & discussed other marketing options for Expo Center as we await funding for much needed maintenance.

Expo:

3,986 followers on FB (20 new)

IFYR:

10,036 followers on FB (5 new, last month I had a typo here)

2,101 followers on Twitter (22 new)

5,886 followers on Instagram (20 new)



OF OKLAHOMA
EXPOSITION CENTER
Shawnee, Oklahoma

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Administrative Report

October 2018

- Worked with staff replacing the lighting in the barns and getting the heater cleaned up for this winter.
- Meeting with Jim Ware getting ready for the Triangle Horse Sale this Month.
- Worked with Suzie Cambell with the Seminole Dog Show.
- Spoke at the FMCA and Good Sam's RV Rally during their opening ceremony.
- Attended the Staff Meeting at City Hall, VSI Bard meeting and the PCJLS Board meeting.
- Working on getting Bids for the 80x 100 Shop and remove our old shop.
- Discussion with the City Manager and Treasure about their meeting with some Finance Firms for the capital improvements.
- Working with P&K purchasing the Skid Steer.
- Monthly Meeting with Vann & Associates.
- Worked with Osage County Fair Ground with Stalls
- Replaced a compressor in the Conference Center HVAC system.
- Worked on getting prices to repair the cylinders on the Manitou Forklift and got the Clark forklift Up and running again and it's going to need the cylinders rebuilt.